



Iowa Army Ammunition Plant  
**Restoration Advisory Board  
OPERATING POLICY**



## 1. **AUTHORITY**

The basis and authority for the Iowa Army Ammunition Plant (IAAAP) Restoration Advisory Board (RAB) and its operation is established pursuant to the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986, particularly Sections 120(a), 120(f), and 121(f); 10 U.S.C. 2705, enacted by Section 211 of SARA; Executive Order 12580; and the FY95 Defense Appropriations Act, Public Law 103-337, Section 326.

## 2. **PURPOSE OF THE RAB**

The RAB purpose is to provide a forum for information exchange and public input to the Army's Environmental cleanup program at the IAAAP.

## 3. **MISSION**

The RAB enables the local community and representatives of Government agencies to meet and exchange information about the IAAAP's environmental cleanup program. These participants then have an opportunity to review progress, participate in dialogue, address concerns, and make recommendations to the Commander of the IAAAP.

## 4. **GOALS:**

- Provide comments and recommendations to the Army regarding environmental restoration activities at the IAAAP.
- Promote and influence sound policy decisions that benefit and improve environmental quality of the communities impacted by the contamination from past practices at the IAAAP.
- Consider the impact of contamination and remediation strategies of the IAAAP from a human and an ecological perspective.
- Ensure the public/community is fully informed of the progress that the IAAAP is making in restoring contaminated areas and has many opportunities to take part in the ongoing work of the RAB.

## 5. **OBJECTIVES:**

- Review and analyze issues addressed by the Army concerning the contamination and remediation of the soils and groundwater.
- Attend meetings, review documentation, and provide comment as necessary.
- Attend training and self-educate to understand available technologies and costs.
- Establish professional marketing exhibit to display throughout the community.



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## 6. TERMS USED IN THIS OPERATING POLICY

- a. Full RAB – Community and Non-Community members of the IAAAP RAB.
- b. RAB Non-Community Members – The Installation Co-Chair and representatives from the US Environmental Protection Agency (USEPA), and the Iowa Department of Natural Resources (IDNR).
- c. RAB Community Members – Members of the general public selected to serve on the RAB.
- d. Simple Majority – One-half of the membership or seated quorum of the RAB plus one (1) member.
- e. Public – Invited guests or members of the general public in attendance.
- f. Quorum – One-third of the recognized community membership.

## 7. MEMBERSHIP

- a. The RAB shall have no more than 20 Community Member positions at any one time.
- b. The RAB Community Member positions shall be open to any interested party. Preference will be given to those residing in the area surrounding the IAAAP.
- c. Vacancies on the RAB shall be announced at regular RAB meetings, published in the minutes of these meetings, and publicized through the efforts of the RAB Membership Committee.
- d. Parties wishing to join the RAB shall make their desire known to the Chair of the Membership Committee, the Community Co-Chair, the Installation Co-Chair, or the Commander of the IAAAP either in writing or verbally. Nominations may also be made by members of the RAB.
- e. The Membership Committee shall review the applications of those wishing to join the RAB and shall make a recommendation to the Civilian Co-Chair, the Installation Co-Chair, and the Commander.
- f. The Civilian Co-Chair, Installation Co-Chair, and Commander will review the application, and if no problems are found with, it shall forward it to the full RAB for consideration at the next public meeting.
- g. RAB Community Members shall serve until termination of the RAB or until they are removed for cause.
- h. A RAB Community Member may be removed for cause upon the affirmative vote of two-thirds (2/3) of the membership of the RAB. All members shall sign an attendance log and, as a courtesy to the public and other citizens, shall have their name displayed. Any member missing three consecutive meetings without prior notification to the Co-Chair or missing more than 25% of meetings within a twelve (12) month period may be considered for dismissal.
- i. Any RAB member having a conflict of interest with respect to any issue before the RAB shall immediately make known the nature of the conflict. A conflict of



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interest shall preclude the member from voting on the issue, but the member shall be encouraged to participate in discussions, presentations or recommendations.

## 8. DUTIES

So that the RAB may meet its goals and objectives, RAB Co-Chairs and members will perform the following duties as a minimum:

### Army Co-Chair

- Arrange administrative support to include meeting facilities, mailings, copying/printing, distribution of notices and preparation of meeting minutes.
- Work with Community Co-Chair to prepare agenda and chair meetings.
- Ensure the RAB is aware of the IAAAP chain of command and all Army policies and guidance.
- Ensure the RAB has a full opportunity to participate in the Restoration and Military Munitions Response process.
- Ensure the Army participates in open and constructive dialogue with the RAB and the community.
- Arrange recurring training as requested by the RAB.
- Ensure all community concerns are addressed when raised.
- Coordinate issues not related to the Restoration efforts with appropriate Army officials.
- Arrange technical assistance to the RAB as needed and requested.
- Report issues directly back to the Commander.

### Community Co-Chair

- Work with Army Co-Chair to prepare agenda and chair meetings.
- Ensure the RAB members have a full opportunity to participate in the RAB proceedings.
- Ensure that community members participate in an open and constructive manner.
- Ensure that community issues and concerns related to restoration are raised.
- Assist with the dissemination of information to the RAB and the general public.
- Be available to the RAB members and the general public.
- Assign members and appoint chairs for committees as needed.
- Participate and serve without compensation.



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## **Members**

- Attend meetings regularly.
- Provide individual advice and comment to the Army on current restoration issues.
- Review documents and submit comments for improvement.
- Remain reliably available to individuals from the public and interest groups concerned with IAAAP Restoration issues.
- Represent and communicate community interests and concerns to the RAB.
- Report back to the community.
- Participate and serve without compensation.

## **Regulatory and Other IAAAP Members**

- Attend meetings.
- Serve as an information and referral resource for the RAB.
- Ensure that environmental standards and regulations are identified and met.
- Facilitate flexible and innovative resolutions of environmental issues and concerns.
- Assist in education and training for the RAB members.

*\*Please note the following standing committees are to be implemented as needed.*

## **Budget Committee Chair**

- Chair regular meetings with assigned committee members.
- Ensure goals and objectives outlined in Section 10 are met.
- Assign action items and coordinate follow up tasks.
- Coordinate needs with Co-Chairs and project leaders.
- Provide reports regularly at RAB meetings.

## **Training Committee Chair**

- Chair regular meetings with assigned committee members.
- Ensure goals and objectives outlined in Section 10 are met.
- Poll RAB members for training needs.
- Prioritize training needs.
- Schedule orientation and ongoing training as needed.
- Provide reports regularly at RAB meetings.

## **Membership Committee Chair**

- Chair regular meetings with assigned committee members.



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- Ensure goals and objectives outlined in Section 10 are met.
- Assign action items and coordinate follow up tasks.
- Coordinate needs with Co-Chairs and project leaders.
- Provide reports regularly at RAB meetings.

### **Marketing Committee**

- Chair regular meetings with assigned committee members.
- Ensure goals and objectives outlined in Section 10 are met.
- Assign action items and coordinate follow up tasks.
- Coordinate needs with RAB Co-Chairs and community organizations.
- Provide reports regularly at RAB meetings.

## **9. ORGANIZATION AND MEETINGS**

- a. The RAB Community Members shall select from their membership a Civilian Co-Chair, who shall serve in this position for two years. This Co-Chair may seek re-election at the end of the term.
- b. The community Co-Chair shall have responsibility under DOD RAB Implementation Guidelines to assure compliance with the IAAAP RAB Operating Policy.
- c. The Community Co-Chair shall call to order and facilitate the regular public meetings of the RAB and shall review and sign the minutes of these meetings prior to their publication. He/ she may designate an alternate to do this in his/her absence.
- d. RAB meetings will be conducted informally unless the quorum votes to invoke Robert's Rule of Order.
- e. A quorum must be present at RAB meetings where a procedural issue must be voted upon. A quorum shall be the presence of a simple majority of either the total community membership or of the executive committee members. The executive committee is comprised of one-half the community membership as appointed by the Community Co-chair. All other meetings will proceed as scheduled.
- f. All RAB meetings and activities shall be open to the public. Regular RAB meetings shall be announced in the local media.
- g. Where divergent opinions, data, or theories exist, all sides shall be provided opportunity to make presentations followed by opportunity for questions from other RAB members or public.
- h. Unscheduled public comments and concerns (not to exceed five (5) minutes each in duration) will be addressed following the scheduled agenda as a minimum. Exception to the five (5) minute rule may be made by simple majority vote of the RAB members present. Concerns not properly be addressed in this manner will be suggested as scheduled agenda items for future meetings.



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- i. Information on Community or IAAAP subjects beyond the scope of the RAB Mission will be welcomed but deliberations shall be limited to those subjects within the RAB mission.
- j. The Co-Chairs shall develop the agenda. RAB members should provide requests for agenda items not later than two weeks prior to next scheduled RAB meeting. Agenda and times allotted for meetings shall be followed other than as modified by RAB members.
- k. A meeting schedule shall be published for the calendar year and modified by majority vote as warranted. Meeting dates shall be determined by simple majority vote of the RAB. Meetings will begin and end on time and shall usually be no longer than two (2) hours unless changed by majority vote. Each meeting shall include an agenda and consider new items and changes by RAB members and public. Meetings are held quarterly or as needed and are open to the public. The meetings are currently held on the third Tuesday of the month.
- l. Minutes summarizing RAB activities shall be kept for all RAB meetings and shall be provided by mail to all RAB members and to the distribution network. Review, correction and approval of previous meeting minutes shall be the first agenda item for each regularly scheduled RAB meeting. Emphasis shall be placed on minutes as an effective communication tool rather than as a medium for memorializing every statement made in a RAB meeting. RAB meeting minutes, agenda and materials for review shall be mailed in a timely fashion.
- m. Unless otherwise specified, items put to a vote will be carried by simple majority of seated quorum.

## **10. STANDING COMMITTEES**

### **Budget Committee**

#### Mission

To establish the RAB's fiscal budget to meet identified needs above the standard operating costs.

#### Goals

- Identify costs associated with projects identified by the Full Board.
- Develop expenditure plans.
  - Provide annual budget to the Army Co-Chair for consideration by the Army.

#### Objectives

- Receive approved planned projects from full RAB.
- Coordinate needs with the Army Co-Chair and projects leaders.
- Provide budget and expenditure reports regularly at RAB meetings.



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## **Training Committee**

### Mission

Adequately train RAB members so they may make informed decisions and so they may provide productive feedback on environmental restoration activities conducted by the Army. Training will include RAB operations, environmental restoration technologies, and other topics of interest as identified by the Full RAB.

### Goals

- Provide orientation training to new members as needed.
- Provide ongoing training on chemistry, toxicology, technology, and other areas of interest.

### Objectives

- Gather training needs and topics from individual RAB members.
- Develop a Training Plan and offer to the Full RAB for approval.
- Provide it to the Army Co-Chair for Army consideration and planning.

## **Membership Committee**

### Mission

Ensure the RAB maintains an active membership representative of the community surrounding the IAAAP.

### Goals

- Maintain membership that represents local demographics.
- Maintain active membership levels required to meet the RAB's needs.

### Objectives

- Identify membership vacancies
- Take action to help meet demographic goals.
- Review applications for membership and make recommendations for applicant's acceptability to the Co-Chairs and the Commander.
- Evaluate any proposed for cause removals and provide recommendations to the Co-Chairs and the Commander.



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## **Marketing Committee**

### Mission

Ensure the public is knowledgeable of the RAB and its work.

### Goals

- Develop means for the public to receive information about RAB representatives and current activities.
- Coordinate with local community leaders regarding RAB activities and networking opportunities.
- Coordinate with schools and local civic organizations on RAB activities and possible partnering opportunities.

### Objectives

- Prepare and schedule presentations for civic organizations and local leaders to inform them about the RAB.
- Develop a mobile exhibit and transport it for display throughout the community.

## **11. AMENDMENT OF THE OPERATING POLICY**

Amendment of the Operating Policy shall require an affirmative vote of two thirds of the seated quorum no earlier than the next scheduled RAB meeting after the amendment is proposed.





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We certify the IAAAP RAB approved this policy in accordance with Article 11 on April 16, 2024. *Only update is renewing signatures, Commander, and Community Co-Chairman.*

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Hans Trousil  
Community Co-Chairman

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Jennifer Busard  
Army Co-Chairman

APPROVED

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LTC John D. Dunlapp  
Commander

